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Data protection policy

The purpose of the Data Protection Regulation, also known as the GDPR, is to protect the fundamental human right, the right to privacy. A person's personal integrity shall not be violated in connection with the processing of personal data.

Processing of personal data is necessary for us to be able to run our business, fulfil agreements and legal obligations. In this data protection policy, we explain how our processing of personal data is carried out.

What is personal data?

Personal data is any kind of data that can be directly or indirectly attributed to a natural person. Examples of direct personal data are names, social security numbers, dates of birth and photographs, while IP address, property designation, account number and user ID are examples of indirect personal data. Initials and other types of encrypted or coded information can also be personal data if it is possible to understand who it is with the help of connecting data.

Sensitive personal data is information about:

- ethnic origin
- political opinions
- religious or philosophical belief
- membership in a trade union
- health
- a person's sexual life or sexual orientation
- genetic data
- biometric data used to uniquely identify a person.

How do we process personal data?

Processing of personal data is everything that happens with the personal data, for example collection, registration, organization, structuring, storage, processing, transfer, and deletion.

The following principles shall apply to the processing of personal data:

- **Lawfulness, fairness, and transparency.** The data must be processed in a legal, correct, and transparent manner in relation to the data subject.
- **Purpose limitation.** The data shall be collected for specific, explicit and justified purposes and not subsequently treated in a manner incompatible with those purposes.
- **Data minimization.** The data must be adequate, relevant, and not too extensive in relation to the purposes for which they are dealt with.
- **Accuracy.** The data must be accurate and, if necessary, updated.

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- **Storage limitation.** The data may not be stored in a form that allows the data subject to be identified for a longer period than is necessary for the purposes for which the personal data are processed.
- **Integrity and confidentiality.** The data shall be processed in a manner that ensures adequate security of personal data, including protection against unauthorized or unauthorized processing and against loss, destruction or damage by accident, using appropriate technical or organizational measures.
- **Accountability.** Data controllers must not only comply with the above principles but also show the way compliance takes place.

The processing of personal data takes place only on the following legal basis:

- **Consent.** The data subject has given his/her consent. The data controller must be able to show consent and the data subject must be able to revoke his or her consent.
- **Contract.** The processing is necessary to fulfil a contract.
- **Legal obligation.** The processing is necessary to fulfil a legal obligation.
- **Weighing of interests.** The processing is necessary for purposes concerning the legitimate interests of the data controller or a third party and the data controllers' interests outweigh those of the data subject.

What personal data do we process?

Customers

The personal data we process are identification data such as name, title, company name, organization number. In addition, we process contact information such as address, telephone number, e-mail.

With the support of a contract or legal obligation, personal data is processed for the following purposes:

- Administration of business relations
- Accounting and invoicing

With the support of weighing of interests, to be able to run the business efficiently and safely and to develop the business, personal data is processed with the following purposes:

- Seek out, maintain, establish business relationships
- Customer surveys.
- Compliance with laws and other requirements.

Employees

The personal data we process is identification information such as name, social security number, photo / video / audio, IP address, employment ID, user ID, title, organizational affiliation, level of education, work experience, employment time, other information that

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usually appears on a CV, bank account, salary, name and function of next of kin. In addition, we process contact information such as address, telephone number, e-mail.

With the support of contract and legal obligations, personal data is processed for the following purposes:

- Administration and use of IT systems.
- Management of salary, absence, pension, vacation, benefits.
- Labour law and work environment cases.
- Insurance and pension cases.
- Education and skills.
- Compliance with laws and other requirements.

With the support of weighing of interests, to be able to run the business efficiently and safety and to develop the business, personal data is processed with the following purposes:

- Recruitment and job application
- Administration and use of IT systems
- Marketing

With the support of consent, personal data is processed for the following purposes:

- Recruitment and job application
- Social media
- Confidentiality and sensitive matters
- Decoration of premises

Suppliers

The personal data we process are identification data such as name, title, company name, organization number. In addition, we process contact information such as address, telephone number, e-mail.

With the support of contract and legal obligations, personal data is processed for the following purposes:

- Administration of business relations
- Accounting and invoicing

With the support of weighing of interests, to be able to run the business efficiently and safely and to develop the business, personal data is processed with the following purposes:

- Seek out, maintain, establish business relationships
- Supplier assessment and supplier evaluation.
- Compliance with laws and other requirements.

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Who do we share information with?

We only grant access to personal data to those employees who need access to personal data due to their work tasks.

In some cases, we disclose personal data to data processors who handle information on behalf of the company, e.g., IT service providers.

We share personal information with our subsidiaries because we share the same IT services and need to be efficient in our business.

Where necessary, we share personal information with authorities, insurance companies, trade unions and external occupational health care.

Where do we process personal data?

We strive to always process personal data within the EU / EEA. We may process certain personal data outside the EU / EEA by a third party, such as a technology supplier or subcontractor with whom we have entered a contract. We will always take all reasonable legal, technical, and organizational measures to ensure that personal data is handled at the same level as the protection offered within the EU / EEA.

How is your personal data protected?

Appropriate technical and organizational security measures are taken to protect personal data. Technical measures that we use include access control, firewalls, encryption functions and antivirus. Organizational measures that we use are governing documents such as policies, procedures, and instructions.

Your rights

You who are registered have the right to be given information when your personal data is processed, to be given access to your information, to request rectification, erasure, and transfer of the information (data portability) or limitation of the processing and to object to the processing.

You have the right to revoke a consent at any time.

To the extent that automated decision-making occurs, the data subject shall be informed of this and of the right to object.

You have the right to submit a complaint about the processing of personal data to the supervisory authority, the Swedish Authority for Privacy Protection (IMY). Contact information for IMY:

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Swedish Authority for Privacy Protection, Box 8114, 104 20 Stockholm or imy@imy.se.

Contact Us

Corebon AB is data controller. If you have questions about the processing of personal data, please contact us. Contact information for Corebon AB:

Corebon AB, Kantywegatan 5, 213 76 Malmö or info@corebon.com.